

# Portland Friends of the Dhamma Board Meeting Minutes

November 20, 2019

At 6:40pm

Location: 1404 SE 25th Ave, Portland, OR 97214

**Directors Present:** Greg Satir (Board Chair), Sakula (Spiritual Director), Kristen Saxton, Chad Lublin (Left after the break)

**Directors and Officers Absent:** Stephanie Bekooy, Bonnie Wilson (Treasurer)

**Officers Present:** Alistair Williamson (Vice Chair), Christine Ye (Secretary)

Sakula started the meeting with a brief silent meditation.

**Motion to approve** agenda and October Minutes.  
Board unanimously approved.

## **BUSINESS:**

### **Review our Consensus Process:**

Alistair facilitated review of Tree Bressen's Consensus Process.

### **Planning 2020:**

Greg facilitated discussion of 2020 Board Calendar.

Greg proposed to add increase in community engagement as an additional goal.

### Volunteer Structure:

Chad reports the Volunteer Structure has implemented two items: Chad has initiated the database collection and Kristen has agreed to be the primary person approached for volunteer questions. Kristen is still working on her part before moving to the next phase of development.

Regarding Board capacity structure for Building Committee Chair, Greg proposes adding operational volunteers to Volunteer committee.

**Action item: Chad and Kristen** get together to discuss how the Volunteer Structure is going.

### Refine our Fundraising:

Greg proposed another Coffee Campaign in Feb/March since the last one was so successful. Also suggested a Thank you event for the last Coffee campaign.

Discussion of April Fundraiser possibly changing from on-line auction to a community get together. Kristen has provisionally accepted to Chair the team and states she has an idea of a team already "hatched out".

There was a discussion of dropping one of the 4 Fundraising appeals secondary to possible "funding wariness".

### Refine our Communication System:

Alistair proposed changing the name of the goal to “ Refine our Communication Policies”

**Action item: Sakula** to list all communication practices that she holds as an inventory of current practices and have it ready by the January Board meeting.

Greg proposed the Board pick and refine a practice from Sakula’s list and refine the policy at the March Board meeting.

Sakula proposed to formally create a Policy Team (currently consisting of Jocelyn, Tom and Sakula) in May.

Alistair proposed the Board define a new practice and policy not on the current list, at the June Board meeting.

In September, the Board will schedule time to discuss the management of Communication Policies. Kristen suggests referring to Tree Bressen’s procedures to manage Communication Policies. The Board concurs.

### Structured Interaction with Teachers Council:

Sakula reports that the Teachers Council is now meeting monthly with Sakula reporting monthly to the Board. Greg suggested quarterly interaction of the entire Teachers Council and the Board. Feedback from teachers on the Volunteer Plan is scheduled for the January Board meeting. Feedback from teachers on Communication Policies is scheduled for the July Board meeting.

### Rigorously Incorporating Feedback:

How is the Board doing on the goals?

Review of Coffee campaign results including how to communicate the results to the community is scheduled in April.

Review on 3 year goals is scheduled in June.

Results will be shared with the community in July.

To be added to the Annual Cycle: In March discussion of short list of candidates for committee chairs. Scheduled review of Spiritual Director has been moved from March to September.

### **Spiritual Director Report**

Sakura prepared Spiritual Director’s report (Please see document attached).

**Motion to Approve:** Board to fund a teacher substitute for the 2 days in December when Jessica will substitute for Sakula for Sunday Sila.

Board unanimously approves.

### **Treasurer Report**

Alistair presents Treasurer’s report which was prepared by Bonnie. Please refer to attachments in Agenda packet.

### **Development Committee**

Greg facilitated discussion. Please refer to Development Committee Report in Agenda packet.

### **Budgeting Income for 2020**

Discussion on projected Auction income for 2020. Projected income will depend on the type of auction (eg: Silent on-line, dinner with auction etc). It was decided to keep the value of projected auction income the same as this year's value and discuss the type of auction at a later date.

**Vehicle Donation Contract:**

**Motion to Approve:** Vehicle donation contract to allow Greg to sign.  
Motion unanimously approved.

**Manufactured Home Donation Process:**

PFoD has a potential real estate broker and a draft letter of intent with the donors. The letter of intent of donors and a listing agreement of broker need to be signed.

**Board Chair Succession:**

Greg confirms he will be stepping down from Chair position in April. After initial discussion of possible successors, the Board agreed to move the discussion to Dec/Jan. meeting with each Board member working on a list of possible candidates.

**Other Business:**

**Action item: Alistair** will send a group email to Yahoo group with directions to sign up for the new e-group. He will also communicate a transition plan for changing the Yahoo group to the new e-group.

The Board agreed to switch Board meetings to the 3rd Thursday of the month starting in January.

**Review previous action items:**

**Action item: Kristen and Alistair** will write summary Thank you note for participating in Annual Survey and post to the new e-group by next Board meeting.

**Action item: Alistair** will work to get a solid price proposal from Ben to present to the Board. The tentative plan anticipates PFOD paying for additional equipment and labor being donated.

**Action item: Alistair** will send a group email to the Yahoo group with directions to sign up for the new e-group. He will also communicate a transition plan for changing the Yahoo group to the new e-group since PFOD is presently in a cue to move to the new group. PFoD has been signed up for \$20/month fee for the new e-group.

Meeting Adjourned at 9:40pm